

~~CONFIDENTIAL~~

OTE 87-7671

27 AUG 1987

MEMORANDUM FOR: Director of Logistics

25X1 FROM:

[REDACTED]
Director of Training and Education

SUBJECT: Tuition Assistance Program

1. I want to express my appreciation to the Office of Logistics for the support it provided to the Office of Training and Education (OTE) during the Tuition Assistance Program. This program, designed to interest college students in a career with the Agency, ran from 7 June to 31 July 1987.

25X1 2. Special recognition should be given to [REDACTED] and the staff in the Motor Pool. Many unique requirements were levied on the Motor Pool, often requiring Al to juggle schedules and work loads. However, the staff was always helpful and all requests were met without mishap.

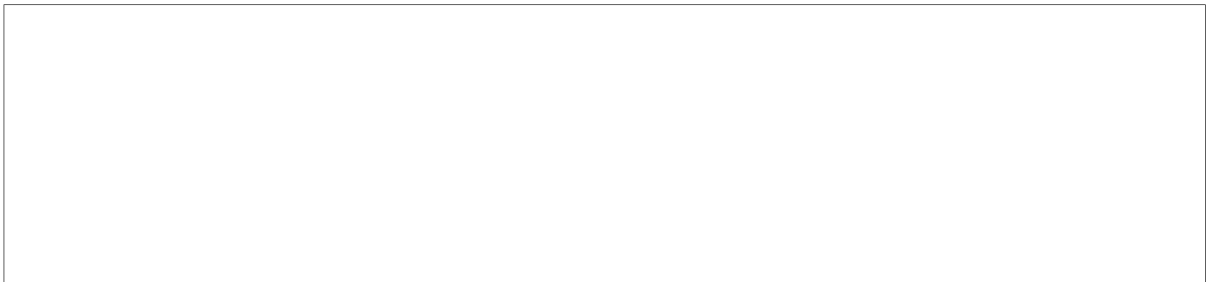
3. The services provided by the Motor Pool are listed below:

- For the first four weeks of the program, the students were housed at the Xerox Training Facility in Leesburg, Virginia. In order to allow them to visit Washington on weekends, we tasked the Motor Pool with providing transportation to and from Xerox and a Metrorail station on Saturdays.
- Some high level speakers were provided with a car and driver.
- When the students were moved to a hotel in Arlington, they were transported, along with a considerable amount of luggage, by Agency bus.

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4. The first running of the Tuition Assistance Program was an unqualified success due in no small part to the assistance provided by the staff mentioned here.

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OTE/CTD [redacted] (25Aug87)